



**COUNTY OF SAN BERNARDINO
LOCAL WORKFORCE INVESTMENT
BOARD**

and

YOUTH COUNCIL

INVITES

REQUEST FOR PROPOSALS

FOR

**YEAR-ROUND INNOVATIVE YOUTH
PROGRAMS IN TARGETED AREAS**

PY 2007-2009

Administered by:

DEPARTMENT OF WORKFORCE DEVELOPMENT

215 North D Street, Suite 301

San Bernardino, CA 92415-0046

(909) 387-9860

Barbara Halsey, Director

Funded by Title I of the Workforce Investment Act of 1998

**REQUEST FOR PROPOSALS
WIA YEAR-ROUND INOVATIVE YOUTH PROGRAMS**

TIMELINES

RFP ISSUE DATE	May 15, 2007
NEWSPAPER ADS	May 15 – 21, 2007
MANDATORY RFP WORKSHOP Town of Yucca Valley Rancho Cucamonga Hesperia	May 22, 2007 May 23, 2007 May 24, 2007
DEADLINE TO SUBMIT TECHNICAL RFP QUESTIONS	May 30, 2007
ANSWERS TO RFP QUESTIONS POSTED TO WDD WEBSITE	June 1, 2007
————→ DEADLINE TO SUBMIT PROPOSAL ←————	5 PM PDT June 12, 2007
EVALUATION OF PROPOSALS BY INDEPENDENT REVIEW COMMITTEE	June 13 – 15, 2007
WDD STAFF REPORT TO YOUTH COUNCIL AD HOC COMMITTEE	June 20, 2007
PROPOSERS PRESENT TO YOUTH COUNCIL AD HOC COMMITTEE	June 27, 2007
YOUTH COUNCIL MAKES FUNDING RECOMMENDATIONS TO WIB	June 27, 2007
WIB APPROVES FUNDING RECOMMENDATIONS	July 9, 2007
LETTERS ISSUED OF WIB FUNDING/DENIAL RECOMMENDATIONS	July 10, 2007
WDD STAFF CONDUCT SITE REVIEWS	July 16 – 20, 2007
CONTRACT NEGOTIATIONS AND DOCUMENT PREPARATION	July 16 – 27, 2007
DEADLINE TO RETURN SIGNED CONTRACTS	July 27, 2007
CONTRACTS SUBMITTED TO BOARD OF SUPERVISORS FOR APPROVAL	August 7, 2007
MANDATORY CONTRACTORS' TRAINING	August 9, 2007
CONTRACT EFFECTIVE DATE	August 15, 2007
PROGRAM START UP PERIOD	August 15 – September 14, 2007
PROGRAM SERVICES TO BEGIN	September 15, 2007
PARTICIPANT RECRUITMENT & ELIGIBILITY DETERMINATION PERIOD	September 1 – November 30, 2007
LAST DAY TO FULFILL REQUIREMENT FOR FULL ENROLLMENT OF ELIGIBLE PARTICIPANTS	November 30, 2007
CONTRACT SERVICES PERIOD	August 15, 2007 - June 30, 2009

SPECIAL INFORMATION NOTICE

CURRENTLY, CONGRESS IS CONSIDERING LEGISLATION TO REAUTHORIZE THE WORKFORCE INVESTMENT ACT (WIA). THE COUNTY RESERVES THE RIGHT TO CANCEL OR MODIFY THIS REQUEST FOR PROPOSAL OR THE SCOPE OR FUNDING OF AN APPROVED WIA PROGRAM TO ANY EXTENT NECESSARY TO ENSURE COMPLIANCE WITH STATE AND/OR FEDERAL GUIDELINES ONCE REAUTHORIZATION IS SIGNED OR IF AVAILABLE WIA FUNDING IS IMPACTED DUE TO THE FEDERAL AND/OR STATE BUDGET APPROPRIATIONS. THIS MAY OCCUR ANY TIME PRIOR TO OR DURING IMPLEMENTATION OF THE WIA PROGRAMS FOR PY 2007-2009. THEREFORE, ALL SUCCESSFUL PROPOSERS MUST DEMONSTRATE THE CAPABILITY AND AGREE TO MODIFY THEIR PROGRAM DESIGN TO COMPLY WITH THE NEW REGULATIONS AND/OR CHANGES TO AVAILABLE FUNDS.

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APPENDICES

Appendix A – Mandated Performance Measures and Outcomes
Appendix B – Training and Employment Guidance Letter (TEGL) No. 17-05
Appendix C – Sample County Contract for providing WIA Youth Services
Appendix D – Sample Formalized Agreement

ATTACHMENT LISTING (FORMS)

Attachment I – Proposal Cover Sheet
Attachment II – Letter of Authorization
Attachment III – Service Provider Summary
Attachment IV – Contracting Experience
Attachment V – Statement of Experience
Attachment VI – Program Linkages
Attachment VII – Budget Forms
Attachment VIII – Job Descriptions
Attachment IX – Credit Authorization
Attachment X – Leveraged Resources

PART I – GENERAL REQUIREMENTS/INFORMATION

A. INTRODUCTION

The County of San Bernardino through its Local Workforce Investment Board (LWIB) Youth Council is seeking proposals from organizations to conduct 24-month programs providing youth services as allowed under Title I of the Workforce Investment Act (WIA). The County of San Bernardino through the Department of Workforce Development (WDD), hereafter referred to as the “County,” is the designated entity that will be administering the WIA youth funds through a contractual agreement with the selected proposer(s).

Youth-oriented organizations with or without previous experience as a contractor with the County of San Bernardino are encouraged to submit proposals, however, *only* proposals from organizations that are located within and/or can demonstrate that they have the ability to provide youth services within the designated target areas, will be accepted. The target areas are defined as follows:

- Cities of Ontario, Chino, Chino Hills and the unincorporated areas of the west end of the San Bernardino Valley;
- Victor Valley region in the north desert, including the cities of Victor Valley, Hesperia, Adelanto, Town of Apple Valley and immediate surrounding unincorporated areas;
- Communities of Searles Valley and Trona;
- City of Needles;
- Morongo Basin, including the communities of Morongo Valley, Landers, Pioneertown, Joshua Tree, and Wonder Valley in the south desert area, and the City of Twentynine Palms and Town of Yucca Valley;
- The communities of Baker and Lucerne Valley in the north desert.

B. CONTACT INFORMATION

The primary point of contact for information on this program is:

Marilyn J. Trombetta, Staff Analyst
County of San Bernardino
Department of Workforce Development
(909) 387-9819
(909) 387-9850 Fax

Questions concerning this Request for Proposal (RFP), the application process, or programmatic issues, should be submitted by fax or e-mail. Contact information is provided above; however, County staff cannot assist proposers with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the deadline date to submit technical RFP questions, the County can only respond to technical questions about the RFP submitted by fax or e-mail.

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C. PROPOSAL DUE DATE

The Due Date and Time Is: June 12, 2007 no later than 5:00 PM (PDT)

The RFP can be downloaded from the San Bernardino County Department of Purchasing website (<http://170.164.50.2/rfp/rfplist.htm>) and from the Workforce Investment Board (WIB) website listed under Procurement (<http://www.sbcounty.gov/wib/rfp>). Once you have downloaded the RFP with appendices and attachments, please contact Marilyn Trombetta at (909) 387-9819 to put your name on the list of respondents known to have received the RFP.

The County, at its discretion, may revise any part of this RFP. These revisions will become addendums to the RFP and will be posted on the WIB website and San Bernardino County's purchasing website. All proposals must be delivered or received by the due date. Proposals delivered in person will be time stamped by WDD. **Proposals received after the due date and time specified will be disqualified from this RFP process.** All proposers must submit a proposal that is original, (not duplicated from other sources) and developed within the past thirty (30) days. Proposer must submit **one original and two copies** of the unbound proposal to:

County of San Bernardino
Department of Workforce Development
Attention: WIA Youth RFP
215 North D Street, Suite 301
San Bernardino, CA 92415-0046

D. ELIGIBILITY

Proposals may be submitted by any public educational institution, community-based organization, non-profit or for-profit agency, or government agency serving San Bernardino County youth, ages 17 through 21 (in-school youth must have senior status), in the designated target areas as described above. Agencies should have facilities and staff in the target areas they are proposing to serve, or present in their proposal, a plan describing how they would (1) provide services and (2) a timeline with tasks to be accomplished in order to meet the prescribed date for client services to begin. The Local Workforce Investment Board (LWIB) strongly urges partnerships with local employers and community education institutions, including coordination between other youth service providers; in addition providers must be capable of linking participants with a local San Bernardino County Employment Resource Center (ERC) for life-long job seeking services. It is mandatory for all selected providers to attend a one-day orientation training session and regular youth provider meetings. Any organization or person currently operating a WIA Youth Program under contract with the County, shall not be eligible to submit a proposal or receive a contract under this RFP if such organization or person has any outstanding Corrective Action Tracking System (CATS) items either at the time the proposal is submitted or prior to the award of a contract under this RFP.

Proposers may elect to serve in-school youth only, out-of-school youth only or a combination of both. It should be noted that the current federal reauthorization proposal for WIA Youth programs has substantially changed the program to serve out-of-school youth and those at-risk of dropping out of school as a youth population that is currently largely underserved. The County reserves the right to negotiate the associated activities and services that are deemed most appropriate and necessary to serve the targeted youth.

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E. MANDATORY RFP WORKSHOP (Proposers must attend one of three workshops)

MANDATORY RFP Workshops are scheduled for:

Tuesday, May 22, 2007
10:00 am – 12:00 Noon
Town of Yucca Valley
Community Services Department (Cholla Room)
57090 Twentynine Palms Highway
Yucca Valley, CA 92284
(760) 369-7211

Wednesday, May 23, 2007
10:00 am – 12:00 Noon
San Bernardino County Department of Workforce Development
Employment Resource Center
9650 Ninth Street (Room 2)
Rancho Cucamonga, CA 92345
(909) 941-6500

Thursday, May 24, 2007
1:00 pm – 3:00 pm
Hesperia Library Community Room
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1027

The RFP document will be reviewed at the workshop. All prospective proposers must attend one of three area workshops to be considered a bona fide proposer. Prospective proposers are also encouraged to submit questions in advance of the workshop to the contact person identified in paragraph B of this Part. To ensure a fair and objective evaluation, answers to questions from the workshop will be posted on the LWIB website at (<http://www.sbcounty.gov/wib/rfp>) and on the San Bernardino County Purchasing website at (<http://170.164.50.2/rfp/rfplist.htm>). All technical questions received will be posted on the websites by noon on April 24, 2007.

F. AWARD CONSIDERATIONS AND AWARD PERIOD

The primary consideration this Request for Proposals (RFP) is to seek proposals that offer innovative approaches to providing youth with the skills essential to be successful in careers that have been defined as high growth, high demand industries within their communities. Included in this RFP is a listing of the demand occupations or career ladders that have been determined to be available within most regions of the County of San Bernardino (see career ladders under *DEFINITIONS* at the beginning of Part II of this RFP). The County has determined a priority need for youth services in four of the ten WIA elements. Therefore, in accordance with the WIA regulations this RFP seeks to competitively select programs for funding that reflect, at minimum, the four WIA priority elements. These priority elements are as follows:

- Occupational skill training;
- Paid/unpaid work experiences, internships and job shadowing;

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- Leadership Development.
- Tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies

Proposers have the option of including any combination of the required elements into their proposals. To be eligible to receive a contract award, a proposer must provide services in at least two of the four elements listed above. In the event of a tie in rating score between two proposals, and when the number of priority elements provided is the same in each proposal, consideration may be given to proposals containing additional WIA elements as listed in paragraph H.1. of this Part. The additional elements must not be duplicative of the four priority elements.

For those proposals requesting funding for multiple priority elements, evaluators will score each priority element separately. The rating process may indicate that one or more of the elements are not competitive for funding and may result in a reduced award. The reduction will be commensurate with the non-competitive element(s).

The anticipated contract period is **July 1, 2007 through June 30, 2009**. This term may vary depending on the outcome of contract negotiations.

G. PREPARING A PROPOSAL

The forms to be used in the preparation and submittal of a proposal are included in Attachment Listing. The forms and documents listed below are components required for a complete proposal:

- Proposal Cover Sheet
- Letter of Authorization
- The Service Provider Information Summary
- Contracting Experience
- Proposer Statement of Experience
- Project Narrative
- Project Budget-narrative
- Program Linkages
- Formalized Agreements (sample included as Appendix D)
- The Budget Forms (2 pgs)
- Organizational Chart
- Job Description/resume of Key Personnel
- Financial Audit/Statements
- Credit Authorization
- Leveraged Resources
- Proof of Insurance Coverages

Note: Failure to include all of the required components will result in a reduced score or disqualification. The County will not advise a proposer that his/her proposal is incomplete prior to rating or disqualification.

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Use of professional proposal writers is discouraged, since the quality of the proposal is one method for evaluating the skills of the staff and the ability of the organization to operate the proposed program. All proposal writers who do not work for the proposing organization on an ongoing basis, must be identified in the Service Provider Information Summary (Attachment Listing) and may not be paid proposal writing fees from current or future WIA awards. Any assistance provided by a grant writer and/or persons not affiliated with proposer must also be identified. Information shall include the name, title, address and telephone number of the grant writer and/or person. Give a detailed description of grant writer's responsibility and involvement should the proposer be awarded a contract.

All proposals become the property of the County. It is understood and agreed that the proposer claims no proprietary rights to the ideas or written materials contained in or attached to its proposal.

This RFP is not in itself an offer to contract nor does it commit the Workforce Investment Board or the County to fund any proposal submitted.

H. WIA YOUTH PROGRAM SPECIFIC RFP INFORMATION

1. WIA Program Overview

Under WIA, the main focus of the youth program is long-term academic and occupational learning opportunities for youth. The goal is to increase employment, job retention and earnings by developing the work/career potential that will prepare the youth to effectively compete in the global economy. Proposers are encouraged to include this rationale in their development of proposals.

WIA requires local youth programs to provide either by the proposer or through linkages (detailed in Formalized Agreements) with various community and public institutions the following ten elements:

- tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies;
- alternative secondary school services;
- summer employment opportunities directly linked to academic and occupational learning;
- paid and unpaid work experiences, including internships and job shadowing;
- occupational skill training;
- leadership development opportunities;
- supportive services;
- adult mentoring for the period of participation;
- follow-up services for not less than 12 months after exit; and
- comprehensive guidance and counseling.

The “**Definitions**” (at the beginning of Part II of this RFP) are provided to assist the proposer in understanding terms used in this RFP and to assist in the development of proposals.

2. Program Priority Elements

The proposer will provide a detailed description in the Project Narrative, as to how the objectives of its proposal will be met for each of the WIA priority elements contained in its proposal:

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a. Literacy/Numeracy basic and remedial education, including tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies

Basic and remedial education will consist of classroom training in reading, writing, and mathematics with a focus on literacy and numeracy gains of at least one level per individual participants. The training may be provided in a traditional classroom setting, in a small group or individualized setting, and/or self-paced computer-based setting. Qualified teachers will provide all basic and remedial education.

b. Paid/Unpaid Work experiences, internships and job shadowing

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be in the private, for-profit sector, the non-profit sector, or the public sector. Paid internships are placement in the private, for-profit or the non-profit sector. Work experiences are designed to enable youth to gain exposure to the working world and its requirements, assisting the youth in acquiring the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is *not* to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. It may also include summer employment opportunities. Youth participating in paid work experience shall be paid wages which shall not be less than the highest of the following: (a) the minimum wage under Section 6 (a) (1) of the Fair Labor Standard Act of 1938; (b) minimum wage under the applicable State or local minimum wage law.

c. Occupational Skills Training (OST)

OST is short-term vocational training that provides participants with the skills necessary to obtain employment leading to self-sufficiency. Formalized agreements may be developed for up to 12 months with businesses or educational institutions to provide advanced skills training or entry-level employability skills for high-growth industries and demand occupations to meet the workforce needs of San Bernardino County regional businesses. Proposers may wish to designate "tuition accounts", with established maximums per participant, for a participant to enroll in a vocational training that would lead to employment in one of the pre-determined career ladders.

d. Leadership Development Opportunities

Activities that promote citizenship and leadership development to encourage responsibility, employability, and other positive social behaviors through voluntary community service opportunities, adult mentoring, peer-centered activities, follow-up services, and targeted opportunities.

Leadership development opportunities may include the following:

- Exposure to postsecondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and teamwork training, including team leadership training;
- Training in decision making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
- Employability; and
- Positive social behaviors.

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e. Recruitment and Enrollment

Contractors are responsible for the recruitment and enrollment of eligible youth participants in accordance with the eligibility requirements detailed in section 3 of this part (below). Proposers must submit a recruitment plan, explaining in detail, how they plan to conduct outreach activities to recruit youth (in-school and out of school) participants into the program. The plan would include, but not be limited to, areas of recruitment, what schools will be targeted, and any existence of a waiting list. The intent of this RFP is to provide WIA services to youth who live in San Bernardino County (excluding City of San Bernardino). Total enrollment of all participants proposed to be served in the program must have been determined eligible and have completed the enrollment process in the WIA Youth Program no later than October 31, 2007.

f. Participant Eligibility Determination

Contractors are responsible for initial determination of the WIA eligibility of all youth participants recruited to its program, in addition to the collection and verification of all necessary eligibility source documents. The County will have final eligibility determination for youth participants, which includes approval of the completed WIA application, verification of the information provided for the application and determination if the applicant meets the criteria required by 20 CFR Sections 664.200, 664.220 and 664.250. In addition, a system shall be in place to ensure that the necessary WIA documents that report program activities will be submitted in the timeframes required by the LWIB.

g. Initial Assessment

Contractors are responsible for conducting an initial assessment of all participants, the type of assessment is based upon whether the participant has been determined to be in-school or out-of –school. All out-of-school youth must be assessed in basic reading/writing and math to measure the educational functioning levels for the literacy/numeracy performance measure. In-school youth are excluded from this measure. Assessments must also include participants with disabilities (as defined in 29 CFR Part 37.4) with reasonable accommodations, as appropriate, according to Section 188 of WIA: 29 CFR Part 37, Section 504 of the Rehabilitation Act of 1973, and Title H of the Americans with Disabilities Act. All participants will be given an objective assessment that is a client-based diagnostic approach, aimed at determining the participant's level of need. Assessments shall include, but are not limited to, basic skills, basic literacy skills, basic numeracy skills, occupational skills, interests, aptitude, work readiness skills, and for any supportive service needs. Prior to the end of the program, youth must be post-tested, using the same test as was used for the pre-test, and scores recorded for determining skill attainment. See "Definitions" for a listing of required/acceptable assessment tools that are appropriate for the in-school versus out-of-school youth. Contractors are required to only use the tests included in this listing.

h. Orientation

All participants will receive information from the County on the full services that are available through WIA Title I youth programs and all services that are available through the San Bernardino County Employment Resource Centers. The orientation is designed to provide youth with the opportunity to begin a self-directed assessment through registration into the San Bernardino County website, also known as WIN, located at www.csb-win.org and become aware of their rights to receive WIA services and an appeal process.

i. Individual Service Strategy (ISS)

Contractors shall develop the ISS in conjunction with each participant. The ISS shall identify primary educational and employment goals, and describe the training activities and

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appropriate services the youth will receive to achieve those goals. All out-of- school youth determined to be basic skills deficient, must be measured by pretests administered within 60 days of enrollment and at regular intervals thereafter for literacy and numeracy levels and gains. The ISS must be reviewed with the participant, at minimum, quarterly and adjusted, as necessary, to evaluate the progress of the participant's services and activities. This continued evaluation will ensure progress is being made toward the achievement of the participant's employment goals, training objectives, and advancement of one or more educational functioning levels within the program year.

3. Youth Eligibility

Under WIA, all youth must meet eligibility criteria and be determined eligible for the program prior to enrollment and receipt of WIA funded services. The contractor will work closely with WDD to determine eligibility for targeted youth. San Bernardino County WIA eligibility requirements provide that enrolled youth must be:

- a San Bernardino County resident (excluding City of San Bernardino);
- economically disadvantaged as determined by WIA regulations;
- ages of 17 through 21 (in-school youth must have senior status); and
- have one or more of the following barriers to employment:
 - ✓ basic literacy/numeracy skills deficient;
 - ✓ high school drop out;
 - ✓ homeless, a runaway or a foster child;
 - ✓ pregnant or parenting;
 - ✓ offender; and/or
 - ✓ youth who require additional assistance to complete an educational program or to secure and hold employment (this includes youth that are/have):
 - disabled, including learning disabled,
 - limited English language proficiency,
 - attending alternative school,
 - eligible for free meals under the National School Lunch Act,
 - in an abusive relationship that results in a barrier to education or employment,
 - poor work history,
 - substance abuse problems,
 - mental health problems,
 - living in a single parent household,
 - receiving or is part of a family receiving cash public assistance,
 - at risk of dropping out of school, or
 - an educational attainment that is one or more grade levels below the grade level appropriate to their age.

4. Use of WIA Program Funds for Youth Activities

The main thrust of the WIA youth program is to increase the focus on longer-term academic and occupational learning opportunities. Congress has outlined six purposes for use of WIA funds for youth activities:

- provide assistance in achieving academic and employment success by improving education and skills competencies, and by strengthening connections to businesses and employers;
- ensure ongoing mentoring opportunities with adults committed to providing such opportunities;

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- provide opportunities for occupational skills training;
- provide continued supportive services;
- provide incentives for recognition and achievement; and
- provide opportunities in activities related to leadership, development, decision-making, citizenship and community service.

5. Program Design Features

- a. The contractor shall provide the following program components:
 - recruitment and identification of the target population,
 - provision of supportive services such as: transportation assistance, tools, materials and work-related clothing,
 - use of a case management system.
- b. The contractor will work closely with the local San Bernardino County Employment Resource Center (ERC) and collaboratively provide the following services:
 - determine WIA eligibility and provide program orientation;
 - provide an objective assessment of academic levels, skill levels, and service needs of each participant. The assessment will include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs.
 - develop an individual service strategy (ISS) for each participant that identifies an employment goal, appropriate achievement objectives, and appropriate services for the participant, taking into account the assessment described above.
- c. The contractor will provide at least a minimum of two of the four priority elements:
 - Occupational skill training;
 - Paid/unpaid work experiences, internships and job shadowing;
 - Leadership Development Opportunities
 - Literacy/Numeracy basic and/ or remedial education, including tutoring, study skills training, and instruction leading to the completion of secondary school with dropout prevention strategies

Proposals will receive points for each of the four priority elements included. Proposals containing additional WIA elements, as listed in paragraph H.1. of this Part, which do not duplicate the four priority elements may receive additional consideration during the rating process.

PART II – INSTRUCTIONS

A. DEFINITIONS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Contractor	The agency or organization designated on the Proposal Cover Sheet who is the programmatic recipient of the WIA funds and will accomplish the planned objectives and program goals.
Alternative Education	A student need-based school or program that is an alternative to the school in which the student would normally be enrolled. Participation in alternative education must have as its major objective the attainment of a high school diploma or its equivalent.
Apprenticeship	The apprenticeship-training program is a cross between on-the-job training and theoretical and practical classroom instruction, to prepare exceptional workers for American industries. The content of the apprenticeship training program curriculum is driven by industry needs resulting in workers with skills that are in high demand. (www.doleta.gov/atels/bat/pdf/fsfront.pdf)
Assessment	Assessment includes a review of educational skill levels, occupational skills, prior work experience, employability, interests, aptitudes (including interest in non-traditional jobs), and supportive service needs. Where appropriate, recent assessments (within 6 months) could be used in lieu of additional assessment. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet his/her individual needs.
Assessment Tools	<p>The following are required testing instruments to be used to assess participants.</p> <p>Out-of-school participants for Literacy/Numeracy educational functioning levels:</p> <ol style="list-style-type: none">1. Adult Basic Learning Examination (ABLE)2. Oral BEST3. Literacy BEST4. SPL (Speaking, Reading, and Writing)5. Tests of Adult Basic Education (TABE)6. CASAS Survey Achievement Tests <p>In-school participants for basic skills deficiencies:</p> <ol style="list-style-type: none">1. Adult Basic Learning Examination (ABLE)2. Tests of Adult Basic Education (TABE)3. General Aptitude Test Battery (GATB)4. CASAS Survey Achievement Tests5. CASA Appraisal <p>Occupational Interests:</p> <ol style="list-style-type: none">1. Basic Occupational Literacy Test (BOLT)2. Career Ability Placement Survey (CAPS)

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Term	Definition
At-Risk of Dropping Out (High School)	A youth who meets one or more of the following criteria: <ol style="list-style-type: none"> 1. Two grades below his/her age group 2. Is a formal referral by a school counselor, probation officer or other agent documenting chronic attendance problems, or other indicators of a high potential to drop out that have been adopted by the Local Education Agency (LEA) as criteria for identifying potential dropouts 3. Is on their school's D and F list, or has failing grades as evidenced by a report card, and 4. Did not pass the High School Proficiency Test.
Barriers to Employment	Any demonstrable characteristic(s) of a person that has served to limit, hinder or prohibit that person's opportunities for employment and/or promotion. Examples of barriers to employment for youth are: limited English language proficiency, teenage parenting, individuals with disabilities, substance abuse, homelessness, basic skills deficiency, welfare assisted youth.
Basic Literacy/Numeracy Skills Deficient	An out-of-school youth that computes or solves problems, reads, writes or speaks English at or below the eight grade level (8.9) as determined by the required assessment tools listed in (Appendix B) or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.
Basic Skills Deficient	An in-school youth I that has English reading, writing, or computing skills at or below the 8th grade level (8.9) on one of the standardized tests listed under the definition of Assessment Tools.
Career Ladders	The San Bernardino County Career Ladders were established by the Local Workforce Investment Board to provide demand occupations and career paths within San Bernardino County that will lead County residents to self-sufficiency. Career Ladders were based on current local Labor Market Information (LMI) obtained from the Employment Development Department (EDD) and local LMI entities. The sectors are: <ol style="list-style-type: none"> 1. Transportation, Logistics and Distribution 2. Health Care 3. Manufacturing 4. Aviation (effective 7/1/07)
Case Management	Refers to the provision of a client-centered approach in the delivery of all encompassing, customized services. This is an activity used to document the general coordination of all other youth services.
Collaborative	A mutually beneficial and well-defined relationship entered into by organizations to achieve common goals. The relationship includes a commitment to mutual relationships and goals, jointly developed structure and responsibility, mutual authority and accountability for success and sharing of resources.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code.

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Term	Definition
Contract	The document executed by the Chairman of the Board of Supervisors, on behalf of the County of San Bernardino, and the contractor which creates a legally binding agreement for the performance of certain services by contractor for compensation paid by the County, a sample copy of which is attached to this RFP.
Contract Funding Period	The period of time, determined by the RFP or the application for Continuation Funding (REAP/RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the first page of the Contract.
Contractor	A proposer that is awarded a contract by the County Board of Supervisors to provide a WIA Youth Program pursuant to this RFP.
County	The County of San Bernardino.
Credential	A nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to a high school diploma, GED, or other recognized equivalents, postsecondary degrees; recognized skills standards and licensure or industry recognized certificates. Includes all State Education Agency recognized credentials.
Department of Workforce Development (WDD)	The County of San Bernardino Department of Workforce Development.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist contractors in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Employed at Registration	An individual who <ul style="list-style-type: none"> ▪ is currently working as a paid employee or who works in his or her own business, profession or farm, ▪ worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or ▪ is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.
Enrollment	All youth eligible for WIA services must be enrolled into the WIA Youth Program in order to receive services. At the point of enrollment, participants are counted for performance measurement purposes.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
Exit	A participant completing services, or who has a termination date within the quarter and has not received any WIA services for 90 days, except follow-up, and has no future services scheduled. A WIA Exit Form must be completed.

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Term	Definition
Formalized Agreement	A formal agreement between two agencies that specifies the responsibilities of each agency in implementing the project.
Goals	Required to be set for and attained for case management and performance measurement for all younger youth participants (ages 14-18). There are three goal types: basic skills, occupational skills and work readiness. Participants may have any combination of the three types of skill goals.
High School Dropout	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. (Does not include a youth attending alternative school) . A youth's dropout status is determined at the time of application and remains in effect throughout her or his participation.
Individual Service Strategy (ISS)	A plan to identify the youth's education and employment goals. The ISS is a living document and must be updated as needed. Updates may include further discussions of education and employment strategies, training options, and training information, barriers to education and/or employment, and the Supportive Services or other services needed to overcome the barriers.
In-School Youth	Attending High School – The individual is not a high school graduate (or equivalent) and is attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or an alternative school or program whether full or part-time), or is between school terms and intends to return to school.
Internship	A paid or unpaid internship is an opportunity created by an employer to provide an on-the-job practice. This may be done in collaboration with a participant's school, so academic credit and real world work experience can be earned at the same time. Internships are typically for short periods of time and are developed to provide guidance, supervision and evaluation of the youth's work as an intern.
Job Placement	Services provided to assist a youth in obtaining a specific placement in unsubsidized employment.
Job Search Assistance	Means the provision of instruction and support to a participant to give the participant skills in acquiring full time employment. The services provided may include, but are not limited to: <ul style="list-style-type: none"> ▪ Résumé writing ▪ Interviewing skills ▪ Labor market guidance ▪ Telephone techniques ▪ Information on job openings ▪ Job acquisition strategies ▪ The provision of office space and supplies for the job search.
Job Shadow	An unpaid short-term activity offered by an employer who agrees to engage a student to follow or "shadow" them throughout their work day, providing insight on the duties and skills of the position, and information on career tracks.

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Term	Definition
Leadership Development Activities	Activities that encourage responsibility, employability, and other positive social behaviors such as: <ul style="list-style-type: none"> ▪ Exposure to post secondary opportunities ▪ Community service and service learning projects ▪ Peer-centered activities, including peer mentoring and tutoring ▪ Organizational and team leadership training ▪ Training in decision making, including determining priorities and ▪ Citizenship training, including life skills training.
Low-Income Individual	The term “low -income individual” means an individual who: <ol style="list-style-type: none"> 1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program; 2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in (1), above, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of: <ul style="list-style-type: none"> ○ The poverty line, for an equivalent period; or ○ 70% of the lower living standard income level, for an equivalent period; or 3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); 4. Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); 5. Is a foster child on behalf of whom State or local government payments are made; 6. Is an individual with a disability whose own income meets the requirements of a program described in (1) or (2) above, but who is a member of a family whose income does not meet such requirements.
LWIB or WIB	The San Bernardino County Local Workforce Investment Board.
Nontraditional Employment	Employment in an occupation or field of work for which individuals of the participant’s gender (both males and females) comprise less than 25% of the individuals employed in such occupation or field of work.
Not Employed	An individual who does not meet the definition of employed, or who although employed has received a notice of termination of employment.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Occupational Skills Training	Short-term vocational skills training that provide participants with the skills necessary to obtain employment in career ladders leading to self-sufficiency.

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Term	Definition
Offender	An individual (adult or juvenile) who: <ol style="list-style-type: none"> 1. Is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or 2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
On-the-Job Training (OJT)	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: <ol style="list-style-type: none"> 1. Provides knowledge or skills essential to the full and adequate performance of the participant. 2. Provides reimbursement to the employer of up to fifty percent (50%) of the wage rate of the participant. 3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
Out-of-School Youth	An eligible youth who is a (high) school dropout; or an eligible youth, who has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed, or underemployed. This definition includes: <ul style="list-style-type: none"> ▪ Youth who are not attending high school or those who have been dropped from school enrollment; ▪ Youth who have completed secondary school (either attaining a high school diploma or GED) and are basic skills deficient, under-employed or unemployed; or ▪ Youth attending postsecondary education and are basis skills deficient.
Participant	Any youth that is eligible and accepted into a WIA Youth Program provided by County through a qualified proposer.
Poor Work History	Individual has not worked full-time in unsubsidized employment for more than 13 consecutive weeks in the last 12 calendar months or has a sporadic work history.
Post-Secondary Education	Postsecondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.
Pregnant or Parenting Youth	An individual under 22 years of age who is pregnant, or a youth (male or female) that provides custodial care for a minor child.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Proposer	Any eligible person or organization that prepares and timely submits a proposal that is responsive to this RFP.
Request for Proposals (RFP)	This Request for Proposals for Year Round Youth Programs for PY 2006-2009.

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Term	Definition
Secondary School	The term “secondary school” has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).
Single Source	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Sole Source	A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.
Supportive Services	Services such as transportation, child care, clothing/uniforms, work related tools, or license/certification fees that are necessary to enable an individual to participate in activities authorized under Title 1 of WIA and consistent with the provisions of the Act.
Underemployed	Underemployed means an individual who is working part time, but desires full time employment or who is working in employment not commensurate with the individual’s demonstrated level of educational attainment.
Unemployed Individual	An individual who is without a job and who wants and is available for work.
Work Experience	Work Experience is defined as a short-term and/or part-time work assignment with an employer or private non-profit agency that is subsidized or unsubsidized and which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and is combined with classroom or other training. Includes internships and job shadowing, not including summer work experience opportunities
Work Readiness Skills	Work Readiness Skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (résumés, applications, interviews, and follow-up letters).
Workforce Investment Act (WIA)	Employment and training program legislation that was effective as of July 1, 2000 intended to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the U.S. (Public Law 105-220—Aug. 7, 1998) (http://www.doleta.gov/regstats/statutes/).
Youth Council	A subgroup within each local Workforce Investment Board (WIB), appointed by the local WIB, in cooperation with the chief elected official(s) for the local area. The Youth Council will have membership as designated in WIA and will recommend youth service providers who are selected through a competitive process, conduct oversight of eligible providers of youth activities and coordinate youth activities and other duties determined to be appropriate by the local WIB.

B. GENERAL INSTRUCTIONS

The instructions in this Part correspond to each of the proposal components, as well as to the forms provided in Attachment Listing.

Proposers must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the County forms and must not allow the proposer more space than that provided on the County forms.

Proposer must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required. All pages in the proposal must be numbered.

Proposals must be typed with characters no smaller than standard 12-pitch font. **Proposers must double-space all narrative sections of the proposal.**

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. **Do not bind the proposal.**

Failure to follow these spacing/formatting requirements is one of the many factors that may negatively impact a proposal's comprehensive assessment score.

C. THE PROJECT NARRATIVE (The entire project narrative is limited to 15 pages.)

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the proposer to implement the proposed plan.

1. Problem Statement (This section is limited to 3 pages.)

Clearly state the problem in providing services to WIA youth in relation to the four priority elements of this RFP. Describe the problems associated in reaching WIA eligible youth living in San Bernardino County.

2. Plan and Implementation (This section is limited to 8 pages.)

- a. Present the plan to address the problem identified above and what the program intends to accomplish. Include two or more of the four priority elements and any additional WIA elements, outline the goals, objectives, activities, and timelines for addressing how the selected element(s) support the identified problem.
- b. Describe the number and characteristics of the target group to be served. Further discuss how many younger youth (ages 17-18) and how many older youth (ages 19-21) will be served. All in-school youth must have senior status and be at risk of drop-out or expect to receive a high school diploma or equivalent by the end of the 1st quarter after the exit quarter.
- c. Identify and describe the target area(s) the proposer will be serving under this project.

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- d. Describe how the proposer will implement the plan of service. Include the applicable components such as:
- outreach and recruitment;
 - case management;
 - program services i.e. basic/remedial education, tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies; paid/unpaid work experiences, internships, and job shadowing; occupational skill training; leadership development;
 - supportive services;
 - cost per participant; and,
 - program services timeline that reflects the major activities, person (people) responsible and date of completion.

- e. Administrative and Staffing Plan – Describe the proposed program’s management plan and staff positions. Complete a “Job Description/Résumé of Key Personnel” (Attachment VIII of this RFP) for all key personnel who will be involved in administering a contract resulting from this proposal.

Provide a copy of your current organizational chart showing all major functions and components and the names of persons occupying named positions. Identify those staff that are proposed to be fully or partially paid from WIA funds.

If the award of a contract based on this proposal will require your organization to obtain additional staff, provide a detailed explanation of the type of positions required, and when personnel will be available. The costs associated with the addition of these personnel must be calculated into the proposed total cost of your program.

- f. Subcontracting/Formalized Agreements – If subcontracting, the proposer must submit written justification for subcontracting if any portions of the proposed services/activities are contracted out to another agency/organization. Attach a statement from each potential subcontractor, signed by a duly authorized officer, employee, or agent of the organization/agency, that includes the name and address of the organization/agency, type of work to be performed and percentage of the total work to be subcontracted. The statement must also include that the subcontractor will perform all work as indicated and will comply with all WIA regulations, state or federal laws. The proposer shall be responsible for the performance of the subcontractor. If **not subcontracting**, the proposer should provide a statement to that effect. Formalized Agreements are with other organizations, education institutions, and potential employers that the proposer has established linkages with to provide WIA youth services as part of this proposal, and, that would not be directly provided by the proposer.

- g. Administrative and Fiscal Capacity – Briefly describe the administrative and fiscal capacity of the proposer to fulfill WIA-required documentation and recording keeping such as:

- collecting data and preparing WIA required documents;
- security and confidentiality of participant records;
- accounting controls;
- use of payroll vendor services;
- preparing and submitting monthly requests for reimbursements;
- handling of corrective actions/findings if needed; and,

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- identity of person (s) responsible for the administrative/fiscal activities and their job title.

3. Program Performance Measures & Outcomes (This section is limited to 4 pages.)

Use the chart below or in table format, state quantifiable and measurable performance measures for the projected results of the services/activities proposed. Identify the proposed activities (i.e. welding certification), estimate number of youth to complete the training, and the potential training-related employer. If the proposed outcome is entry into the military, entry into a post secondary education institution, or numeracy/literacy gains, estimate the number of youth that will achieve this result. The chart should include information that covers the total number of youth to be served, whether they are younger or older youth, the program's services or activities, outcomes, measurement tools and documentation, and performance indicators. Clearly indicate how the required performance measures will be tracked, reported, and how the source documentation will provide sufficient verification that performance measures will be accomplished.

Following is a sample chart:

Activities or Services	Outcomes	Measurement Tool/ Verification	Performance Indicators	
			Program Performance Measures	WIA Mandated Performance Measures

In preparing this portion of the proposal, refer to the Appendices of this RFP that contain the WIA Mandated Performance Measures (Appendix A) and the Training and Employment Guidance Letter (TEGL) No. 17-05, (Appendix B) which provides direction on performance, methodology and common measures reporting. Proposers must demonstrate that the performance measures contained in the proposal will result in compliance with those mandated performance measures. The achievement of performance measures will be used by the County to hold contractors accountable for the performance outcomes imposed on the County for WIA funded youth programs.

D. THE PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire contract period. In the budget, include **only** those items that you want covered by WIA funds. Projects may supplement WIA funds with funds from other sources.

The proposer shall develop a **line-item** budget that will enable the proposal to meet the intent and requirements of the program, ensure the successful implementation of the project, and are cost-effective. The proposer should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. **Where the proposer does not budget for a required item, the proposer assumes responsibility for the cost of that item.** Failure of the proposer to include required items in the budget does not affect the responsibility of the proposer to provide those items during the implementation of the project.

All expenses incurred prior to the contract being awarded and the agreement fully executed is the responsibility of the proposer.

1. The Budget Narrative (This section is limited to 2 pages.)

Proposer is required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- a. how the project's proposed budget supports the stated objectives and activities in the project,
- b. how funds are allocated to minimize administrative costs and support direct services to participants,
- c. the duties of project-funded staff, including qualifications or education level necessary to the job assignment,
- d. how project-funded staff duties and time commitments support the proposed objectives and activities,
- e. proposed staff commitment/percentage of time to other efforts, in addition to this project,
- f. any unusual expenditures, and
- g. identify all proposed subcontracts.

2. Budget Form (This section is limited to 2 pages.)

There is a Budget Form in the Forms Section (Part IV) listing two major budget categories:

- Program Costs, and
- Administrative Costs.

Each budget category requires additional line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item. All charges must be clearly documented **and rounded off to the nearest whole dollar**.

3. Organizational Chart

The Organizational Chart should provide a clear and detailed depiction of the structure of the proposer organization, and the specific unit within the organization that will be responsible for the implementation of the project. A current résumé of all personnel included on the organizational chart shall be attached. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and depict the lines of authority within the organization. Job titles on the Organizational Chart should match those in the Budget and Budget Narrative.

4. Formalized Agreements

Formalized Agreements must be dated and contain original signatures, titles and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the proposal must be

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effective for the proposed program year. For the purpose of this RFP, the terms “Formalized Agreement” and “MOU” are synonymous. A sample Formalized Agreement is provided in Appendix D.

5. Program Costs

Program expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and participant costs. Such expenses may include specific items directly charged to the project. The expenses must be program-related (e.g., to further the program objectives as defined in the contract award) and be encumbered during the contract period.

The following items may fall within this category: consultant services such as subcontractors who are not employed by the proposer, travel, office supplies, training materials, software, telephone, postage, printing, facility rental, and other consumable items.

6. Administrative Costs

These costs are defined as costs of operations related, required, and incurred for official business in coordination of those functions under WIA. Some examples include accounting, financial, procurement and purchasing, payroll, personnel management, resolution of findings, and general legal services. **Administrative/ Indirect costs are capped at 10%.**

7. Participant Costs

Participant Costs include the cost of items that are spent directly on individual participants and are tracked by individual enrollment. Possible costs include participant supportive services (transportation and ancillary items), participant wages, participant supplies, and participant tuition and fees incurred to achieve participant goals, objectives, and activities.

8. In-Kind/Leveraged Funds

Proposers are required to seek in-kind contributions and/or leveraged funds from non-WIA sources to assist in the operation of this project. An amount which is at least 25 percent (%) of the amount of funding requested must be supplemented from in-kind services, equipment or space or contributions from funds that are being leveraged from other sources.

9. Prohibited Expense Items

The following is a list of prohibited items:

a. Automobiles

Purchase or lease of automobiles is not allowable budget items.

b. Lobbying

WIA funds cannot be used for lobbying activities.

c. Fundraising

WIA funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

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d. Real Property and Improvements

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable.

e. Interest

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

f. Membership Dues

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package.

g. Professional License

The cost of a professional license is not an allowable expenditure.

h. Annual Professional Dues or Fees

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package.

i. Charges, Fees and Penalties

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

j. Depreciation

Depreciation charges are not allowable expenditures.

PART III – ADDITIONAL INFORMATION

This Part contains additional information that a proposer is strongly encouraged to review in preparing your proposal.

APPENDICES

- Appendix A – Mandated Performance Measures and Outcomes
- Appendix B – Training and Employment Guidance Letter (TEGL) No. 17-05
- Appendix C – Sample County Contract for providing WIA Youth Services
- Appendix D – Sample Formalized Agreement

ATTACHMENT LISTING (FORMS)

- Attachment I – Proposal Cover Sheet
- Attachment II – Letter of Authorization
- Attachment III – Service Provider Summary
- Attachment IV – Contracting Experience
- Attachment V – Statement of Experience
- Attachment VI – Program Linkages
- Attachment VII – Budget Forms
- Attachment VIII – Job Descriptions
- Attachment IX – Credit Authorization
- Attachment X – Leveraged Resources

A. SUBMITTING A PROPOSAL

In signing the Proposal Cover Sheet, the proposer formally notifies the County that the proposer will comply with all pertinent requirements included in the standard County contract form as attached. If there are any provisions of the County contract form the proposer cannot comply with, the proposer should so state in the proposal.

The proposal **(the original and two copies)** must be received by the County **no later than 5 PM on June 12, 2007**. If the proposal is mailed, it must be **mailed** to the mailing address listed below and the proposer must allow sufficient time for the proposal to arrive by the due date. All proposals received become the property of the County and will not be returned.

Mailing Address:

County of San Bernardino
Department of Workforce Development
Attention: WIA YOUTH RFP
215 North D Street, Suite 301
San Bernardino, CA 92415-0046

If the proposal is **hand-delivered**, it must be delivered to the Workforce Development Department, 215 North D Street, Suite 301, San Bernardino, California, **no later than 5 PM on June 12, 2007**. The proposal will be date stamped and a receipt will be provided. All proposals, hand delivered or mailed, must be received by the specified due date and time. ***Late proposals will be disqualified from this RFP process.***

B. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

All proposals received by the deadline will be read and rated by a team consisting of at least three raters. The averaged scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program.

a. Project Narrative – 70 Points

- i) Problem Statement: Youth Identification
 - o Targeted youth groups include school dropouts, pregnant and parenting teens, youth on probation and/or parole, foster youth, and/or youth deficient in basic literacy skills.
 - o Data to support the needs of the youth to be served.
 - o Proposal states recruitment methods used to identify and enroll the targeted groups and specifically the older youth (19 – 21).
 - o The activities are to be age appropriate, interesting and beneficial and likely to attract youth.
- ii) Project Plan
 - o Description of the WIA program elements and how they will be provided. These are: academic enhancement skills; alternative secondary school services; summer opportunities; paid and unpaid work experience; occupational skill training; leadership development opportunities; supportive services; adult mentoring; follow-up services; comprehensive guidance and counseling.
 - o Description of how the program is designed to address recruitment, objective assessment and individual service strategy.
- iii) Proposal Program Implementation
 - o WIA priority program elements that make this proposal unique are stated and measurable.
 - o The proposer will provide a “custom” program.
 - o The proposer will have the capability to provide all required services.
 - o All sites for outreach, enrollment, and program operations are clearly identified.
 - o Program and service sites are located conveniently for the targeted youth.
- iv) Program Performance Outcomes
 - o Proposal states the number of participants expected to be served in each major program area.
 - o Proposal states the short-term benefits for participants in each major program function.
 - o Proposal states the long-term benefits for participants in each major program function.
 - o Skill Attainment Rate goals for younger youth (14-18) are clearly stated.
 - o Diploma/Equivalent Rate goals for younger youth (14-18) are clearly stated.
 - o Retention Rate goals for younger youth (14-18) are clearly stated.
 - o Entered Employment Rate goals for older youth (19-21) are clearly stated.
 - o Average Earning Change goals for older youth (19-21) are clearly stated.
 - o Credential Rate goals for older youth (19-21) are clearly stated.
 - o Numeracy and Literacy gains for basic skills deficient out-of-school youth are clearly stated.
 - o A strategy to collect customer satisfaction measures from older/younger youth and from employers is clearly discussed.

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b. Budget Narrative – 30 Points

- i) All required information, including staff, operational, and other needed costs, is provided in the required budget format according to instructions.
- ii) Line-item budget is accurate and complete.
- iii) Proposer has demonstrated that it is fiscally solvent.
- iv) Proposer demonstrates multiple funding sources and not WIA-dependent.
- v) The proposer is part of a collaborative partnership with other organizations that are providing innovative staffing approaches and/or in-kind services for the overall project.
- vi) The amount of supplemental funding being provided to the program by the proposer is at least 25% of the total funding needed to deliver the proposed services.
- vii) Proposer describes the management oversight of the WIA youth program operations and the site location of the administrative activities.

2. Funding Recommendations

Recommendations for funding will be based on the following:

- the ranked score of the proposal;
- consideration of the funding priorities or geographical distribution of selected proposals as applicable to each program;
- prior negative administrative and programmatic performance and compliance as a County-funded project, if applicable; and
- proposers that propose programs which exceed \$5,000 cost per participant will receive a lower evaluation score.

In accordance with Federal/State regulations, projects previously funded by the County or the LWIB will be reviewed for past performance, including financial management, progress and annual reports, monitoring results, audit reports, results of credit worthiness and any other relevant information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) contract award conditions may be placed in the Contract.

Proposals are first submitted to the WIB Youth Council who makes recommendations for funding to the LWIB. The LWIB then makes final funding recommendations to Board of Supervisors. The Board of Supervisors has the sole authority to make all final decisions for funding and contract authorization.

County staff will conduct a pre-award site review to determine the administrative capacity of the proposer, and to address the ability of the proposer and/or its partners to deliver the proposed services. This review may include a request for appropriate documents (e.g. insurance), completion of Fiscal and Administrative Capacity Policies & Procedures for County and/or LWIB review.

3. Notification Process

All proposers submitting a proposal will receive written notification of the funding recommendations made by the WIB Youth Council to the LWIB.

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4. Rejection of Proposals

The County reserves the right to reject all or any proposals received pursuant to this RFP. The County will not pay for any information herein requested, nor is it liable for any costs incurred by those submitting proposals. The County reserves the right to select the contractor(s) who will most meet the needs of the County and the proposed program(s); the selection will not necessarily be made solely on cost.

5. Appeals

- a. An appeal of a **denial of award** can only be brought on the following grounds:
 - Failure of WDD to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
 - There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
 - A violation of State or Federal law.
- b. Appeals will not be accepted for any reasons other than those stated above. Appeals must be sent to:

San Bernardino County Workforce Investment Board
Attn: Youth Council Chairperson
215 North D Street, Suite 301
San Bernardino, CA 92415-0046
- c. Accepted appeals will be processed and reviewed by a panel convened by the Chairperson of the Youth Council and the Director of WDD.
- d. The Youth Council and WDD will consider only those specific issues addressed in the written appeal.

6. Statement of Experience

A statement of experience shall be prepared on letterhead of the proposing organization and signed by the authorized agent and must include the following:

- a. Affirmation that the Proposer is a valid legal entity in the State of California, such as a corporation, partnership, etc. and attach copies of the official papers showing formation of a corporation, partnership, or sole proprietorship as attachment.
- b. Include a copy (s) of current business license (s), and permits, if applicable, or has the ability to obtain the required licenses or permits, as necessary.
- c. Identify the number of years the proposer has been in business under the present business name, as well as related prior business names.
- d. Attach a completed Contracting Experience Form (Attachment IV).
- e. Include any suspension requirements from prior contracts or an applicable statement that the proposer has not been suspended from any prior contracts.

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- f. Certify that the organization is not proposed for debarment, is not presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 28 CFR, Part 67, for prospective participants in primary covered transactions.
- g. Demonstrate that the WIA funding requested in its proposal submitted under this RFP will not exceed 75% of the organization's gross revenue.
- h. Include a completed credit report authorization.

7. Financial Statements/Audit Requirements

Provide a copy of the most recent and complete audit and/or financial statements available for your organization. The financial statements shall be for a fiscal period not more than 18 months prior to the submission date for the proposal. If an audit is of a parent firm, the parent firm shall be party to any contract resulting from the proposal.

If audit and/or financial statements have never been prepared due to the size or newness of an organization, the Proposer must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization.

Exempt from this requirement are individuals who are personally performing the contracted services and governmental agencies.

8. Insurance Requirements

Provide the name of your organization's general liability and automobile insurance carrier, workers' compensation insurance carrier, and fidelity bond holder (if applicable). Attach a copy of the binder or cover sheet of your current policy showing the limits of coverage and required endorsements. *Note: Proposers awarded a contract with WDD will be required to meet the insurance requirements listed in the sample Contract (in Appendix C, page 21) of this RFP, prior to Board of Supervisors' approval. At **minimum**, all proposals **MUST** include a letter signed by their insurance agent, on their insurance company's letterhead, stating that the insurance requirements can be met and will be included in a policy if a contract is awarded. Note: Proposers that have these insurance requirements in place and on file with WDD are not required to provide this letter.*

C. FINALIZING THE CONTRACT AGREEMENT

The following requirements apply to projects selected for funding. These requirements are explained below for planning purposes in processing contract awards.

1. Submission of Additional Materials

Upon selection of the projects to be funded, contractor(s) will be required to meet with WDD staff to provide additional information prior to funds being awarded. The County is not obligated to fund such projects until the proposer submits correctly completed documents requested by the County and a final contract is fully executed by both the County and the contractor.

2. Contract Award Conditions

Contract award conditions include any requirements deemed necessary by the County. The County may add one or more contract award conditions to the contract before or after funding. If conditions are added, these will be discussed with the proposer before they are made part of the contract. The selected project proposal may be included under the *scope of work* section, in whole or in part, in the finally executed contract.

3. Contract

A copy of the executed contract and all the attachments will be sent to the project director. A proposer/contractor shall not incur any costs until the proposer/contractor has received a copy of the fully executed contract. When the executed contract is received, the contractor may begin to submit claims for payment of costs.

4. Contract Award Amounts

Due to the limited amount of funds available, it may be necessary for the County to reduce the amount of the contract award from that requested by the proposer. In addition, the County reserves the right to negotiate budgetary changes with the proposer prior to executing the contract. If either of these actions is required, the County will notify the proposer prior to executing the contract. The County reserves the right to cancel or modify this RFP or the scope or funding of the program to any extent necessary to ensure compliance with state and/or federal guidelines once the reauthorization successor legislation is signed, or impacts due to federal and state budget appropriation's process that may increase or decrease available funds.

D. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding. These requirements are explained below for planning purposes.

1. A Review of WIA Regulations

The WIA Regulations are accessible on the Internet website at www.edd.ca.gov. Contractors can select "Youth", and then select, "Workforce Investment Act (WIA) Youth Services." The WIA Regulations contain information and requirements necessary to the project. Contractors must administer their programs in accordance with the WIA Regulations. Failure to comply with these requirements can result in the withholding of funds or termination of the contract.

2. Internet Access

Funded projects must maintain Internet access with an established e-mail address.

3. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit progress and closeout reports required by the program. All required reports have to describe activities and services provided and the number of participants served in specific activities during the report period. Contractors are required to keep accurate records and routinely document the progress of each participant in achieving program objectives.

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A final program report is due 30 days after the end of the State fiscal year (June 30th). The final report should address performance objectives achieved by the project and what lessons were learned that could improve future services. These records must be kept by the contractor for a period of not less than four years. During programmatic monitoring visits, the County will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly Request for Reimbursement Claim

Projects shall submit a Request for Reimbursement Claim on a monthly basis. The information will be submitted on the form(s) supplied by the County and must include supporting documentation for all expenses being reimbursed from WIA funds. All claims are due on the tenth (10th) day of the following month. The contractor shall provide the County a completed taxpayer identification number and certification form prior to the submission of the first claim, if one is not currently on file with the Auditor-Controller's office. All claims must be submitted to the County of San Bernardino, WDD, 215 North D Street, Suite 301, San Bernardino, CA 92415-0046, Attn: Contract Analyst. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the contract award. The County shall release payment through the County Auditor-Controller approximately forty-five (45) days after the receipt of correctly completed documents.

5. Availability of Records

All records pertaining to service delivery and all fiscal, statistical, and management books and records shall be available for examination and audit by County, Federal, and State representatives. Program data shall be retained locally and made available upon request or turned over to the County. If said records are not made available at the County's scheduled monitoring visits the Contractor may, at the County's option, be required to reimburse the County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the following month's claim for reimbursement.

6. Monitoring and Evaluation Requirements

A monitoring visit is an onsite assessment by the County to determine if the contractor and project is in compliance with the terms of the contract, the RFP, and WIA regulations. Contractors and projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation, fiscal management, and will include a review of the source documentation as substantiation for project goals, objectives, activities, and use of WIA funds. Each on-site assessment will be followed by a formal report of findings. Any finding requiring corrective action will be documented and will include a timeline for completing the corrective actions(s).

In addition to monitoring project compliance, County staff will review program effectiveness. Program effectiveness is determined through the review, assessment, and evaluation of project performance. The determination of program effectiveness can involve either a review of process activities related to service delivery or an assessment of outcomes and the impact of the project on the service population and on the community, or both. Contractors selected for funding may be required to collect and submit data for evaluation purposes. Contractors must have an internal quality control system to monitor progress toward achieving contracted goals, as well as, the quality of program operations, administrative and participant activities.

7. WIA Mandated Performance Outcomes

WIA requires that the County achieve certain performance outcomes for its WIA funded youth programs. As a result, the County is requiring all contractors to achieve these same performance outcomes for their individual WIA funded youth program. The required performance outcomes will be set forth in the final contract.

As discussed above in this RFP, every proposer is required to include in its proposal detailed performance measurements that comply with the WIA Mandated Performance Measurements set forth in Appendices A and B to this RFP. The performance measurements will be used by the County over the term of the contract to hold the contractor accountable for achieving the required performance outcomes. If a contractor fails to achieve the required outcomes, or if the contractor fails to comply with the performance measurement requirements and renders the County unable to determine whether or not the contractor has achieved the performance outcomes, the County shall have the right to terminate the contract and cease all funding of the contractor's WIA youth program.

8. Information on Former County Administrative Officials

Provide information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent your business. The information provided must include a list of former county administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. This list should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of your business. For purposes of this section, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

Failure to provide this information may result in the response to the request for proposal being deemed non-responsive. Inaccuracies or Misrepresentations: If, in the course of the RFP process or in the administration of a resulting contract, the county determines that the vendor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the county, the vendor may be terminated from the RFP process or in the event a contract has been awarded, the contract may be immediately terminated.

In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

9. Michelle Montoya School Safety Act

Staff for the youth program should be competent in dealing with the target population (and cultural competency is a primary concern). In providing direct services to minors, the lead agency and its collaborative partners must comply with the Michelle Montoya School Safety Act that requires all staff members working with youth to be fingerprinted and comply with other laws pertaining to youth work.

10. Disclosure of Civil and Criminal Proceedings

The County reserves the right to request the information described herein from the Proposer. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the Proposer. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Proposer also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The Proposer may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last 10 years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm or any of its partners, principals, members, associates or key employees has, within the last 10 years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Proposer will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Proposer may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees, within the last 10 years, has been the subject of legal proceedings, as defined herein, arising directly from the provision of services by the firm of those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Proposer will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision, "key employees" includes any individuals providing direct service to the County. "Key employees" does not include clerical personnel providing service at the Proposer's offices or locations.

PART IV – CHECKLIST

PROPOSAL CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to assist the proposer in ensuring that a complete proposal is submitted to the County. Failure to include any of the following elements will result in disqualification of the proposal.

☐ **PROPOSAL COVER SHEET**

- Cover Sheet – Attachment I (signed by the official authorized to enter into a Contract)
- Letter of Authorization – format provided in Attachment II
- Service Provider Information Summary – Attachment III
- Contracting Experience – Attachment IV
- Statement of Experience – Attachment V

☐ **THE PROJECT NARRATIVE**

- Problem Statement
- Plan and Implementation
- Project Evaluation
- Program Linkages – Attachment VI
- Formalized Agreements – (sample agreement included as Appendix D)

☐ **THE PROJECT BUDGET**

- The Budget Narrative
- Budget Forms – Attachment VII
- Organization Chart
- Job Description/Résumé of Key Personnel – Attachment VIII
- Financial Audit/Statements
- Credit Authorization – Attachment IX
- Leveraged Resources – Attachment X
- Proof of Insurance Coverages